Expense Record Form

OFFICE USE ONLY		
Validated		
Input by		

Name			
Current Site			
Start Date at Current Site		Payroll No.	
Claim Date		Home Postcode	

Travel Claims

All mileage claimed must be for mileage wholly and exclusively incurred for business purposes, or for travel to a temporary place of work. A temporary workplace is defined as one which you expect to work at for less than 24 months. Mileage is paid at 45p per mile for the first 10,000 miles of each tax year, then 25p

Mileage B/Fwd	ie total miles claimed to date	C/Fwd to next claim	ie total b/fwd + total this claim

Vehicle Details

Reg No	Make	Model	Engine Size

Date	Mileage	Bus/Train/Toll Receipts	Journey Details	Amount Claimed
eg	40		DE1 1AA to LE1 1AA and back	£16.00
eg		X	Train from Derby to Leics Return	£8.10
Total Miles			(A) Total Travel Claim	

Non Travel Claims

Use this section for all Non Travel or Subsistence claims, such as Accommodation, tools, work clothes, subscriptions. Receipts are required for all such claims, except Laundry. For full details refer to the Expense Policy or call 01332 595959

Date	Details of Claim	Amount
	(B) Non Travel Claim	

Subsistence Claims

You may be able to claim subsistence for meals. Refer to the expenses policy for amounts claimable and put a cross in each relevant box (B – Breakfast, L – Late Evening Meal, 5 – 5 Hour Rate, 10 – 10 hour Rate). Subsistence is not designed to be a daily allowance, and is only claimable when an expense is actually incurred.

Date	Time left home	Time arrived home	Total hours worked	Meals				Amount
				B	5	10	LEM	
eg	05:25	19:35	10	X				£3.75
eg	10:00	16:00				X		£5.00
			(C) Subsistence Claim					

(A+B+C) Total Claim

I declare that I have read and understand Simplify's Expense Policy and I confirm that the expenses recorded above have been incurred wholly, exclusively and necessarily in the performance of my duties. I have attached all relevant receipts, and understand that claims will not be processed unless supported by valid receipts.

Signed: _____ Print Name: _____ Date: _____

Once complete post with receipts to **Simplify, The Old Vicarage, Market Place, Castle Donington, Derbys DE74 2JB**

If no receipts are required, you can fax to **01332 650986** or email to **expenses@simplifybusiness.co.uk**